

Building Permit Application Requirements

The following are required when submitting for a building permit:

1. Completed application form
2. Proof of Title:
 - Copy of Registered Deed
3. Site Plan:
 - Showing exact location of proposed new building/addition, septic system, well, site drainage details. Note: if building sewer and/or water is to be hooked up to Municipal system, supply information regarding size and elevation.
4. Two (2) sets of drawings showing:
 - Complete cross-section of each structure in two directions
 - Floor plan layout showing complete dimensions for each floor and basement or pier locations
 - Elevations of front, sides and rear of structure
 - Complete structural details
5. Heat Loss and/or heat gain calculations:
 - If air conditioning installed and duct design and layout.
 - Details of how sub-section 9.32.3 of the Ontario Building Code “Mechanical Ventilation” is to be met.
6. Entrance permit:
 - From appropriate road department, if required
7. Septic System Permit (if required)
8. Conservation Authority
 - Clearing letter, where applicable from appropriate Authority
9. Ministry of the Environment:
 - Where applicable, farm buildings “Certificate of Compliance”

FOR BUILDINGS UNDER SECTION 2.3.2 OF THE ONTARIO BUILDING CODE

10. Notice of Review of drawings by Ontario Ministry of Labour (where applicable)
11. Copy of Letter of Authorization to Architect or Engineer to allow submission of site visit and final report to the Chief Building Official.